



Supports Coordinator

Full Time, Day Shift

Minimum Starting Salary: \$41,433

Do you have a passion for improving the lives of individuals with intellectual developmental disabilities? Are you looking for work/life balance and an excellent benefit package? Would you like to be a valuable member of a diversity driven, mission-minded team that impacts our community? If so, we have an exciting opportunity for you to work as a full-time (40hrs/wk) **Supports Coordinator!**

What You Will Be Doing

Working as a **Supports Coordinator** you will be responsible for assisting in linking/coordinating and securing basic needs, medical and dental care, entitlements and culturally responsive clinical services. You will be facilitating/coordinating the pre-planning process and the development of the person-centered plan based on individual/family choices, needs and desires. You will supervise/monitor the implementation of the person-centered plan. Brokering and/or requesting authorization for services as needed. Providing information and assisting individuals with connecting with public and community services/resources and natural supports. All while creating a mutual trusting and supportive relationship with the individual served. **You will have the ability to telecommute one day per week following successful completion of the introductory period.**

What We Require

You will have a minimum of **one-year experience working with adults with intellectual developmental disabilities** and a **Bachelor's degree** in Psychology, Social Work, or related human services field. QIDP is required. A valid Michigan driver's license, the availability of a vehicle, experience with Microsoft applications and excellent writing skills are also required. Clinical licensure: LBSW, LLBSW, LLMSW, TLLP, LLPC, or RSST is preferred.

Why Work For ISK

Because we **make a difference** in the lives of the individuals we serve in the Kalamazoo community every day. You will have the opportunity to work with amazing co-workers in an environment that **values diversity, inclusion, work/life balance** and encourages ongoing education for professional development.

We also offer a competitive compensation and benefits package, with some of the best retirement plans in southwest Michigan. You will also enjoy **12 paid holidays, 23 days of PTO** and the opportunity to earn additional PTO hours for participating in our wellness program! Kalamazoo is the home of the Kalamazoo Promise!

Who We Are

Integrated Services of Kalamazoo (ISK) has been delivering quality services and programs to improve the lives of those we serve for over 30 years. ISK works with youth, families, and adults with mental illnesses, intellectual and developmental disabilities, and substance use disorders to help them succeed. We provide welcoming and diverse community partnerships which collaborate and share resources to support individuals and families to be successful and achieve their goals in a trauma-informed environment.

Come Join Us!

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are invited to apply. ISK is an equal opportunity employer that encourages diversity and inclusion among its workforce. ISK fomenta la diversidad y la inclusión.

We look forward to meeting you! Apply online at www.iskzoo.org/careers

Physical Requirements/Working Conditions:

Physical Efforts – Job demands include prolonged sitting and standing as appropriate. May occasionally require light lifting up to 25 pounds, stooping, kneeling, crouching, or bending as appropriate. Requires coordination of hands and/or eye/hand/foot.

Working Conditions – Office environment with noise from computers, copy machine, and telephones. Use of computer screen for periods in excess of 30 minutes at a time. Possible eyestrain from extended periods of viewing computer screen. May be exposed to bloodborne pathogens, infectious diseases, and parasites. Travel throughout the Kalamazoo area is required.